



Wellfleet Shellfish Department



300 Main Street, Wellfleet, Massachusetts 02667

Deputy Shellfish Constable
Recreational Fishery, Propagation and Administrative Support
Full-time (40 hours/week)
Hourly rate: \$25.00; Full benefits
Wellfleet Employee Association Union position, Unit B

The Town of Wellfleet's Shellfish Department works to ensure sustainable fisheries for future generations by:

- enforcing the policies and regulations governing the town's shellfishing activities,
- propagating commercial and recreational shellfishing areas,
- protecting Wellfleet Harbor's environment and the general public's safety, and
- conducting public outreach and education.

TITLE: Deputy Shellfish Constable, Recreational Fishery, Propagation and Administrative Support

REPORTS TO: Shellfish Constable

POSITION SUMMARY:

This position assists the Shellfish Department in the performance of a variety of environmental, ecological, and law enforcement duties to protect and manage the Town's natural resources. The employee is required to perform all similar or related duties to colleagues in the department. Areas of responsibility include but are not limited to:

- Patrolling and monitoring the recreational fishery to capture catch data, implementing enforcement, providing public education and outreach, and writing and distributing communications to permit holders;
- Participate in all department propagation efforts to a) help ensure efficient farm operations and viability of shellfish seed on town propagation bed, (b) distribute seed and other shellfish to harvest areas, (c) assist in a variety of propagation efforts and (d) create records to track all propagation efforts;
- Administrative support for implementation of the department's shellfish grant oversight, monitoring, record keeping, correspondence and enforcement;
- Expanding department's capacity to initiate predator control efforts and participate in studies brought forward by academic and governmental institutions, and
- In future, after mastering experience in recreational shellfishery, training for monitoring the aquaculture industry and commercial fishery for compliance with federal, state and town regulations, including a public health safety plan.

wellfleet-ma.gov/shellfish-department

Phone (508) 349-0325



Fax (508) 349-0305

The department seeks to quantify the benefit that recreational shellfishing represents to the town and ensure public safety standards are being met regarding harvesting of shellfish by recreational shellfishing permit holders. The Deputy will patrol and monitor the recreational shellfishery to capture catch data, implementing enforcement, when necessary, providing public education and outreach, and writing and distributing communications to recreational shellfishing permit holders. This position will be responsible for recreational patrol year-round.

Administrative duties year-round include involvement in many crucial developing areas for the Town, such as Clean Water, Conservation Commission, Hazard Mitigation, Natural Resources, Rights of Public Access and climate change. In addition, responsibilities will include financial grant writing and reporting, budget reconciling, propagation tracking and reporting, communications with the shellfishing community, shellfish grant tracking and document preparation for Selectboard meetings.

This position will also be cross-trained to fill in on other administrative duties such as selling shellfishing permits, preparing shellfish grant licenses for transfers, renewals and extensions, etc. and all associated paperwork, such as advertising, record keeping and tracking of annual reports, annual grant fees and advertising fees.

The ideal candidate is familiar with shellfishing, has strong attention to detail, excellent record keeping skills and a can-do attitude. Shellfishing is an outdoor sea-bound activity, and this position requires an ability to function on boats and in coastal zone exposures. Work is tide-dependent and field work takes place during every low tide, so must be able to work early mornings and evenings as tides dictate. This means a varied schedule with no fixed hours. Shellfish farm work also takes place on land and boat activities take place at high tide. Therefore, the position requires time of day flexibility but will have a set schedule of days of the week during the summer recreational shellfishery: Wednesdays through Sunday, inclusive.

Must be able to work independently. Frequent contact with the public requires excellent communication skills, patience and tact. Work is continually performed outdoors, regardless of weather conditions. Work requires some agility and physical strength (lifting or carrying 60 lbs. is required).

EDUCATION and EXPERIENCE (2nd degree):

Position requires an equivalent to high school or Associate's degree. A greater than apprenticeship level of trade knowledge; minimum of one to three (1-3) years of experience in environmental management or shellfishing, or related field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

ACCOUNTABILITY (2nd degree):

The nature of work is repetitive, but with various people, so circumstances will dictate varied approaches and messages to achieve constancy and uniformity of regulation application and education. Any errors would be discovered by succeeding operations, and consequences would simply merit discussion of policies and regulations, incurring some time loss caused by back checking by others and slowdowns in the processing of the work. Errors will be confined to the Shellfish Dept.

JUDGMENT (2nd degree):

The work requires strong public relations skills and examining shellfish for compliance to the town's Shellfishing Policy and Regulations, which are well defined rules, instructions and procedures that cover all aspects of the work. Numerous standardized practices, procedures, or general instructions govern the work, and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY (2nd degree):

The work consists of a variety of duties which follow established practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

SUPERVISION REQUIRED (2nd degree):

Under general supervision of the Shellfish Constable, the employee will become familiar with the work routine and use initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek further advice and/or instruction. Reviews and checks of the employee's work are conducted to the extent sufficient to keep the supervisor aware of work in progress, and to ensure that completed work and the methods used are technically accurate and in accordance with established local, state, and/or federal laws, regulations and policies.

NATURE AND PURPOSE OF PERSONAL CONTACTS (2nd degree):

Contacts are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or to deal with uncooperative or uninformed persons.

WORK ENVIRONMENT (3rd degree):

Work is continually performed outdoors, regardless of weather conditions. Operates trucks on intertidal areas including on sand and in mud in various weather conditions.

Will eventually be required to operate a boat. Frequent contact with the public requires patience and tact. Must be able to work independently.

PHYSICAL DEMANDS (3rd degree):

Shellfishing work requires some agility and physical strength (ability to lift up to 60 pounds) and can require extended physical effort over a significant portion of the work day. Recreational fishery patrol requires standing and walking most of the work period. Travel, particularly during adverse weather conditions and troublesome road conditions, and at times during early mornings and evenings, is required. Vision and hearing at or correctable to normal ranges.

MOTOR SKILLS (2nd degree):

Recreational patrol duties will involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Will use power tools. Needs to be able to safely drive a truck in four-wheel drive on the beach and learn to operate a boat. Responsible for towing out stuck vehicles.

OCCUPATIONAL RISKS (2nd degree):

Duties generally do not present occupational risk with occasional exposure to personal injury. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts or burns, exposure to traffic, or muscular strains from lifting, pushing or carrying equipment or work materials. Protective clothing such as gloves and boots are required.

CONFIDENTIALITY (2nd degree):

Regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records.

SUPERVISORY RESPONSIBILITY: The employee does not supervise any Town employees.

SUPERVISION EXERCISED: None.

REQUIRED SKILLS:

- Highly developed communication skills with the demonstrated ability to deal with difficult people and situations.
- Great attention to detail required in order to produce documents for the Town, manage databases, and track data and analyze information.
- Demonstrated understanding and commitment to the shellfishing industry. Experience with the Wellfleet shellfishery is preferred.
- Ability to use computers, social media platforms, and Microsoft software such as Word, Excel, etc. as well as GPS, GIS and Google Earth platforms.
- Valid driver's license required.

ESSENTIAL FUNCTIONS:

- Patrols recreational fishing areas to ensure only permitted individuals are fishing.
 - Inspects catch for size compliance and catch limits,
 - Completes daily patrol reports in Microsoft Excel,
 - Educates public and permit holders as to size compliance, shellfish spawning and the department's sustainability goals, and the importance of icing their product during vibrio season (mid-May to mid-October),
- Creates eNewsletters for recreational and commercial shellfishermen and Facebook posts to inform the shellfishing community of news,
- Participates in Town committee and board meetings as directed, taking notes and following through on required outcomes,
- Analyzes town and state shellfishing data and prepares reports,
- Assists Shellfish Constable with state and town reporting,
- Writes grant applications, and if awarded, analyzes results and prepares reports for submission,
- Collaborates with colleagues and academic and governmental institutions to participate in shellfish studies,
- Initiates predator control efforts, as directed,
- Responsible for tracking a diversity of information regarding shellfish grants, including inspections, required state paperwork, annual reports and payments, as well as being cross-trained for selling shellfishing permits,
- Drives truck in four-wheel drive on the beach staying in marked tracks; washes and cleans the truck after each use,
- Uses cell phone with Internet access for communications and checks,
- May, at times, need to drive own vehicle to landings. Mileage is reimbursed.

Position is in the WEA Union, Unit B. Position is 40 hours a week. Hourly rate is \$25.00, with benefits. Applications accepted until January 19, 2024. Excel and writing exercises will be a part of the interview process and conducted during the interview itself. The Town of Wellfleet is an Equal Employment Opportunity Employer.

Send cover letter, resume and completed Town of Wellfleet [employment application](#) to humanresources@wellfleet-ma.gov. Applications and job description available online at: <https://www.wellfleet-ma.gov/employment>. Complete application materials may also be delivered in person or mailed to: Christine Ezersky, Human Resources, Town of Wellfleet, 300 Main St., Wellfleet, MA 02667. They must arrive no later than 4 p.m. on January 19, 2024.